FULL TIME FACULTY SEARCH AND HIRING PROCESS

Policy Id:
FSR.056 – Full Time Faculty Search and Hiring Process

Contact:
Provost Jane Bowers
JBowers@jjay.cuny.edu

Last Modified:
June 2014
When faculty lines become available either through the allocation of new lines by the university or through retirements, resignations, or non-reappointments, the Provost will pool these lines and invite departments to submit requests for lines based on the department faculty’s shared vision of program priorities. The Provost will allocate lines to departments based on a combination of the program priorities articulated by the department, the line allocation model, and college and university priorities. When lines are allocated and searches authorized (typically once a year, typically in late spring or early summer), departments will follow the protocol outlined in this document to bring their searches to a successful conclusion. The chairperson is the party ultimately responsible for the search and hiring process within the department though that responsibility can be shared with members of the department P&B at the chair’s discretion, or other parties as the Provost deems appropriate.

Diversity and Compliance

- As Director of Compliance & Diversity within the Office of Legal Counsel, Ms. Silvia Montalban (sumontalban@jjay.cuny.edu) maintains data on the College’s recruitment efforts in compliance with government reporting requirements. Therefore, she must keep the College’s official recruitment file after completion of each search. To that end, CUNY requires her office monitor the following protocol for all search committees: Submit to her (1) the Recruitment Plan Certification Form; (2) coordinate a time for her to charge the search committee regarding the recruitment process, department staffing status and interview guidelines; (3) submit the Applicant Log/listing for her certification, which is the required approval before candidates may be contacted for interview and (4) submit the Faculty & Staff Selection Form at the end of the search. Ms. Montalban will not keep the applications because they will be stored in the CUNYFirst system, through which the candidates applied.
- The Department Chair works with the Director of Compliance & Diversity to draft and file a Recruitment Certification Plan that supports affirmative action procedures and goals.
- Hiring departments should consult Ms. Montalban for advice and guidance in mounting searches that reach the widest possible pool of candidates.
- Departments should be aware that the university places a priority on affirmative action goals and has instituted two initiatives to support the diversification of CUNY faculty: The Latino Faculty Initiative out of the Office of Academic Affairs and the Inclusive Excellence Initiative out of the Office of Faculty & Staff Relations. If in the course of your search, you identify a candidate who qualifies as an opportunity hire under these affirmative action initiatives, the university may be willing to help the college recruit the candidate. This should be discussed with the Provost.

Position Announcements

- Hiring departments will prepare a Personnel Vacancy Notice (PVN) and a brief, two or three sentence description suitable for advertising, for each authorized position.
- The PVN template is available through the Department of Human Resources. Please contact Gulen Zubizarreta, Director of Human Resources Operations at gzubizarreta@jjay.cuny.edu or (212) 237-8469. Gulen will forward the appropriate PVN template. Each PVN template varies based on rank of position sought. Once you receive the template you will need to complete the following sections: Campus Specific Details, Preferred Qualifications, and How to Apply.
The **Campus Specific Details** section of the PVN should begin with a paragraph that gives department specific information and information about the position detailed enough to give candidates a clear sense of the position and the interests of the hiring department, including the following statement:

“Candidates are expected to bring enthusiasm and demonstrated commitment to teaching and to develop and maintain an active research and publication agenda.”

The department and position specific information should be followed by this paragraph about the college:

“John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the college offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. Under the leadership of its fourth president, Jeremy Travis, the college has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building with a black-box theater, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.”

- In the **How to Apply** Section of the PVN you should indicate where you will recruit. If you intend to interview at national/regional recruitment meetings, you should suggest a way for the candidate to make an appointment for an interview. For example: “Applicants interested in being interviewed at the XXX annual meeting should contact Professor YYY at email address@jjay.cuny.edu.” Ultimately, all candidates will need to submit an application through CUNY First. To apply, candidates will go to [www.cuny.edu](http://www.cuny.edu), select "Employment", and "Search Job Listing". Candidates will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now". In addition to letters of recommendation, a curriculum vitae, and examples of scholarly work, applicants should be asked to submit a one page statement of teaching philosophy and, if available, syllabi and teaching evaluations.

- When you receive the PVN template there will be a **Minimal Qualifications** section that is prepopulated with University specific data that cannot be changed. You may add preferred qualifications in the section entitled, **Preferred Qualifications**, such as subject and discipline specific expectations. For example, “The successful candidate will have a strong background in ethnic and gender relations in the Middle East.” Here is another: “PhD in chemistry or closely related area. To teach graduate and undergraduate courses in general and analytical chemistry for forensic science majors and elementary chemistry and other basic sciences for non-science majors. Background in biochemical terrorism and forensic chemistry welcome.”

- The Office of the Provost reviews all position announcements in consultation with the Department of Human Resources and edits as necessary according to the guidelines above and in order to assure compliance with all terms and conditions of the University By-laws and the Collective Bargaining Agreement.

- Please keep in mind that the PVN must be approved by the university and that the closing deadline for applications must be two months (60 days) from the date of CUNY approval.
Once the chair has an approved Recruitment Certification Plan from the Office of Affirmative Action, the hiring department will submit the Recruitment Certification Plan and the following three items to Maribel Perez in the Office of the Provost:

- Search Plan
- Completed PVN
- Brief Job Description/Position Announcement (This is used for advertisements.)

- The **SEARCH PLAN** should identify the conference(s) at which the department will recruit, the location(s), the date(s), duration, and the names of P&B members who wish to attend.

- If the department wishes to advertise in a particular journal, periodical, or website in addition to the standard advertising bundle (*Black Issues in Higher Education*, *Diversity*, *Hispanic Outlook*, and *Chronicle of Higher Education* website), the **SEARCH PLAN** should include the name of the journal, periodical, or website, the cost of advertising in it, and the deadline by which copy must be submitted.

- Kim Chandler in the Office of the Provost will notify the department when the search plan is approved for funding.

- Hiring departments are expected to conduct proactive, vigorous, and timely national searches. The Provost may cancel or carry over searches that cast the net so narrowly, begin so late, or take so long as to raise questions about the quality of the applicant pool and the eventual hires.

**Record Keeping**

The chair or the faculty member responsible for conducting the search should maintain a written record of:

- the date complete application materials are received for each applicant;
- the date an interview is conducted for each applicant if the applicant has been interviewed;
- the date faculty meet to discuss the applicants;
- the date the decision is made to recommend campus visits for short-listed candidates;
- the dates and agendas of all campus interviews;
- the date the faculty meet to choose the preferred candidate; and
- the date the department makes its recommendation to the Provost.

**Campus Visits**

- The goals of the campus visit are to observe the candidate in a variety of settings and activities, to have the candidate meet as many members of the department as possible, and to promote the college and the department as desirable places to be.

- Prior to the day of the interview, the department will send or email the CUNY employment application to the candidate so that he or she can bring it in completed the day of the interview.

- Typically the campus visit lasts for one day and includes lunch and dinner with the candidate. In addition to these social occasions, candidates should be asked to give a job talk and should **either teach a class, visit a class, or meet with students in a less formal setting.**

**Arranging and Paying for the Campus Visit.** See attached Appendix for instructions.

**Short-Lists**

- The Provost assigns an administrator (Dean, Provost, or Associate Provost) to each hiring department to interview the short-listed candidates during their campus visits.

- For each position searched, email the short-list of candidates whom the department is planning to interview to the administrator assigned to the department, with a copy to Maribel Perez, attaching the letter of application, the C.V., and the statement of teaching philosophy for each candidate.

- The department will be responsible for scheduling the candidates with the administrator assigned. The administrator will send a short evaluation of the candidate to the department chairperson and the Provost.

- The president may interview candidates when they are on campus if the Provost or the chair believes that a meeting with the president will help us to hire a top candidate and if his schedule permits.
The Offer

- When the hiring department has chosen the preferred candidate, the chairperson will inform the Provost via email, providing contact information for the candidate and a few sentences of rationale for the choice. If the candidate is short-listed at another institution or is weighing a competing offer, the department chairperson should so inform the Provost.
- If the choice is approved, the chairperson may call the candidate to let him or her know that an offer will be forthcoming from the Provost.
- The Provost will make the formal offer, subject to the approval of the president, and will negotiate the salary.
- The Provost will invite the candidate to submit a start-up proposal via email. In determining the start-up package, the Provost will consult with the department as necessary.

Communication with Candidates

- The Provost will confirm the telephone offer by email, subject to the approval of the president, and will copy the department.
- The Provost will respond via email to the start-up proposal, copying the department.
- The president reviews every offer, and the offer letter will go out over his signature, with a copy to the department. It will stipulate an annual salary, a general description of terms of employment and benefits, and a general statement of expectations regarding teaching, research, and service. The candidate will have two weeks to sign and return the letter, indicating acceptance. The candidate will also get a City University Personnel System (CUPS) Information Form, which is to be completed and returned with the signed letter.
- Once the signed letter and the form are received in the Provost’s Office, they are forwarded to the Department of Human Resources for processing. Human Resources will generate the Personnel Action Form (PAF) indicating all pertinent appointment data, which is then submitted to payroll (along with other appropriate processes).
- Once the candidate has accepted, the Provost sends the start-up letter, with a copy to the department, confirming the start-up offer and conveying the date of new faculty orientation and other information pertinent to getting started at the college.
- In late spring or early summer, the Provost sends the new faculty member a welcome letter with important information about book ordering, email, Blackboard, and the like.
- The candidate is also notified of the dates of New Faculty Orientation and Human Resources Onboarding/Orientation.

Conclusion of the Search

- The chairperson of the department will send a notification of a completed search to the Chief Diversity Officer with a copy to the Office of Human Resources.
- The chairperson of the department will send letters to applicants who were not hired, reporting that the searches were completed, thanking them for applying, and wishing them well.
Arrangements for the Interview
Typically the campus visit lasts for one day and includes lunch and dinner with the candidate. Final arrangements for candidate interviews should be made as soon as the short list of candidates has been prepared by the search committee. This involves:

- establishing an interview schedule and itinerary for the visit;
- distributing the interview schedule and itinerary to participants in the interview; and
- making arrangements for the candidate's travel and accommodations.

Travel Authorization and Arrangements
The department representative must prepare a college Travel Approval Form (TAF) for each candidate and in the section labeled “Purpose of Travel” clearly indicate, “Candidate”. By doing so, the recruiting department ensures that the candidate's travel is approved in advance of the visit and thus reimbursable. Please reference Policy Bus.003- Travel Procedures in the college’s Policies and Procedures Compendium available through our intranet. This policy provides more specific information regarding faculty recruitment travel.

Discuss Reimbursement Arrangements with the Candidate
In most cases, the bulk of the expenses related to the interview will be covered directly (and in advance) by the college. We should explain that the candidate must pay any travel expenses not arranged to be prepaid or billed directly to the College, but will be reimbursed after the visit.

Please be reminded that:

- Candidates should be reminded to keep their boarding passes and receipts for incidental expenses.
- Candidates will be reimbursed for air travel only at the coach rate.
- Mileage for a private automobile trip will only be reimbursed at the rate of 56.5 cents per mile (as of 1/1/13) up to the cost of coach airfare for the same trip.
- Only the room and tax charges will be billed to the College. Any additional expenses must be paid by the candidate and, if appropriate, reimbursed through normal procedures.
- Taxi receipts are required whereas receipts for meals are not.
- During the campus visit, the candidate’s signature and social security number should be obtained on the Research Foundation Travel Expense Voucher and Request for Payment so that expenses may be reimbursed in a timely manner.

Reimbursement of Travel Expenses
The Provost’s Office will authorize reimbursement on the basis of a properly completed Research Foundation Travel Expense Voucher and Request for Payment with required receipts and a copy of the Travel Approval Form.

The recruiting department will have each candidate sign a Research Foundation Travel Expense Voucher and Request for Payment during the interview which includes his/her social security number and the address to which the reimbursement is to be sent. Upon completion of the travel, the candidate should forward his/her return-flight boarding pass with an itemized list of expenses and required receipts back to the recruiting department.

The recruiting department will submit the completed form with all necessary receipts and a copy of the letter/email of invitation to the Provost’s Office. If the invitation was verbal, a memo stating this must be included instead. The Provost’s Office submits the voucher and all documentation to the Research Foundation for processing and the reimbursement check is mailed directly to the candidate by the Research Foundation.
Reimbursement of Faculty Members for Purchase of Meals for Candidates and Faculty Entertainment Expenses
In order to reimburse a faculty member for purchase of meals for a candidate, the recruiting department must prepare a Research Foundation Payment Request made payable to the faculty member, attach receipt(s) for meal(s), and submit it to the Provost’s Office. The payment must identify the faculty candidate by name and specify the date and type (breakfast, lunch, dinner) of meal and other attendees.